

Policy Manual

PUBLIC POLICIES

Policy P10: Computer Use Policy

1. General Statement

In furtherance of Novi Public Library's mission to support the educational, cultural, informational and recreational needs of its diverse community, public access to computers, electronic equipment and the Internet are provided. Library computers for public use are accessible via a valid library card or computer guest pass issued by Library staff. The internet offers global access to data, news, information and entertainment. The information available through the internet changes rapidly and unpredictably. The Library does not filter materials that are available through the Internet, with the following exceptions:

- A. The access of Minors (defined as patrons under the age of 18) is filtered to block sites that are obscene or contain sexually explicit material that is harmful to Minors in accordance with Section 6 of the Michigan Library Privacy Act (PA 212 of the Public Acts of 2000).
- B. Internet access available on the first floor, in the computer lab, via a guest pass, and all walk-up terminals will be filtered to block sites that are obscene or contain sexually explicit material that is harmful to Minors.
- C. The Library uses software to block sites that spread viruses, malware, spyware or programs that will damage or interfere with the use of the Library's computers.

It is the responsibility of parents to supervise their children when using electronic equipment. The Library cannot always monitor the activities of Minors who are using the public computers.

2. Staff Assistance

Staff may assist patrons in getting started on the Internet. However, the Library cannot guarantee that Internet-trained staff will be available to assist patrons at all times the Library is open. Because of the many different applications available on the Internet, staff may not be able to provide specialized or technical knowledge about a particular application.

3. Children and the Internet

- A. Parental supervision of Minors using electronic equipment is strongly advised. Parents and legal guardians assume responsibility for deciding what is appropriate for their children, and should discuss the responsibilities of usage with their children. The Library does not directly or remotely monitor anyone's use of the computers, including Minors. However, the Library will react to a report of inappropriate use (see (C) (vi), below).
- B. Minors must use their own library card or a guest pass when accessing the Library's electronic equipment or the Internet.
- C. In compliance with Section 6 of the Michigan Library Privacy Act (Act 212 of the Public Acts of 2000), the Novi Public Library provides the following system designed to prevent a Minor from viewing obscene matter or sexually explicit matter that is harmful to Minors:
 - i) Whenever a Minor logs-on to any computer using their own library card or guest pass, the internet will be filtered to block sites that are obscene or contain sexually explicit material that is harmful to Minors. However, this software cannot block inappropriate chat, blog or e-mail content.
 - ii) Public internet computers are placed in high-traffic, visible areas of the library.
 - iii) Non-filtered public internet computers have privacy screens.
 - iv) A separate area is provided for youth public internet computers. All computers that are located in areas intended for youth use will be filtered to block sites that are deemed obscene or contain sexually explicit mater that is harmful to Minors. Public computers in the first floor Youth Area are reserved for Minors and adults accompanied by a Minor.
 - v) Materials are provided for parents/guardians regarding internet safety for Minors.
 - vi) Librarians will respond to reports of patrons viewing, printing and/or downloading matter that is considered harmful to Minors by:
 - (1) Advising the patron that a report or complaint has been received.
 - (2) Verifying age of the patron.
 - (3) Informing the patron that this matter may not be accessed at the Library.
 - (4) Informing patron that failure to comply with this policy will result in a loss of library privileges.

4. Choosing and Evaluating Sources

- A. Novi Public Library does not filter access to the internet to adults except as noted above. Choosing access points is the responsibility of the user. However, if it is reported to Library staff that a patron is accessing material that is patently offensive to community standards (e.g., pornography), Library staff may require that patron to

discontinue such access or the patron may be denied use of the computers or asked to leave the Library.

- B. Novi Public Library has no control over the internet and its resources and is not responsible for the accuracy, quality or currency of any internet resource.
- C. Novi Public Library and its trustees, officers, directors and employees shall not be liable for any damages (direct or indirect) for any information obtained or provided on the internet.
- D. Users should evaluate internet sources just as they do print materials.
- E. The internet may contain materials of a controversial nature.
- F. Internet computers may only be used for legal purposes. Examples of unacceptable use include, but are not limited to, the following: viewing of matter that is harmful to Minors as defined by section 4 of 1978 PA 33, MCL 722.674 by individuals under 18 years of age; harassment of other users; libeling or slandering other users; destruction or damage to equipment, software, or data belonging to the Library or other users; disruption or unauthorized monitoring of electronic communications; unauthorized copying of copyright-protected material. Violations may result in loss of access.

5. Acceptable Use

All users of the Library's internet connection and workstations are expected to use this resource in a responsible and courteous manner, and to follow all rules and procedures as established in this policy.

- A. **Lawful Use.** The Library internet connection and workstations shall be used in a lawful manner. Workstations cannot be used for any fraudulent or unlawful purpose prohibited under any applicable federal, Michigan or local law, including but not limited to accessing material that can be classified as obscene or child pornography.
- B. **Intellectual Property.** Users must respect intellectual property rights and obey the copyright laws of the United States and all other intellectual property rights. Responsibility for any consequences of copyright infringement lies with the user. The Library expressly disclaims any liability or responsibility resulting from such use.
- C. **Use Must Not Be Harmful to Minors.** Internet users shall not permit any Minor to view sexually explicit material or any other material deemed harmful to Minors.
- D. **Compliance with Rules of Conduct.** The same rules apply to the use of the internet connection and work stations as with the use of any other Library materials. The Library has adopted Rules of Conduct (Policy P11). All patrons must comply with the Library's Rules of Conduct, which shall be posted in the Library.
- E. **Privacy.** Patrons must respect the privacy of others by not misrepresenting oneself as another patron; by not attempting to modify or gain access to files, passwords or data belonging to others; and by not seeking disallowed access to any computer system via the internet.

- F. Time Limit. The Library has a limited number of terminals. Patrons must relinquish the computer terminal immediately following the expiration of any posted time limit.
- G. Reimbursement. The patron is responsible for payment of all printing charges.
- H. Personal Software Prohibited. Patrons shall refrain from use of personal software on Library systems or the modification of any Library operating system or network configuration.
- I. System Modifications. Patrons are not permitted to change the security setup, operating systems, the network configuration or any other configuration of any Library computer or equipment. Patrons may not install software onto any Library computer.
- J. Software Security Restrictions. Patrons may not use the Library's computers to disseminate computer viruses, spyware, and malware or to otherwise hack, harm or interfere with the use of any other computer system.
- K. Purpose and Prohibited Uses. The Library's internet resources should be used for educational, informational, and recreational purposes only. The Library intranet is for staff use only and should not be accessed by patrons.

6. Library Laptop Computers

The Library has a limited number of laptop computers that are available for use by adult patrons, age 18 years or older, who have a valid library card in the TLN Shared System. Laptops are available on a first come first served basis and must be used in accordance with the Computer Use Policy. As security for the return of the laptop, patrons must check out with a valid library card (as above) and must leave their valid driver's license or other State ID with the Library.

By checking out a laptop, the patron agrees to the responsibilities of use for the entire loan period, including the responsibility of keeping the laptop secure and undamaged. The fee for damage to or loss of a Library laptop shall be set at the current replacement cost of the equipment (which may be approximately \$1,200) and shall be listed in the Library's Schedule of Loans, Fines and Fees.

Laptops may only be used inside the Library building and on the gated patio. Laptops may not be taken into the restrooms.

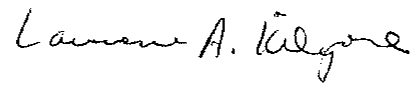
Laptops must be returned by closing time of the Library or before leaving the Library prior to closing time. Police will be notified if laptops are not returned on time.

7. Violations of Computer Use Policy

A violation of this Policy shall be deemed to be a violation of the Rules of Conduct (Policy P11) and may result in a temporary or permanent suspension of some or all of the patron's Library privileges.

Approved: December 15, 2004; Amended: May 15, 2010; Amended May 25, 2011

Signed:

A handwritten signature in black ink that reads "Lawrence A. Kilgore". The signature is written in a cursive style with a prominent loop at the end of the last name.

Lawrence A. Kilgore
President
Novi Public Library Board of Trustees